**Employee Action Plan Template**

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| --- | --- | --- |
| **Date:** |  |  |
|  |  |  |
| **Employee Name** |  | **Department** |
|  |  |  |
|  |  |  |
| **Position** |  | **Supervisor** |
|  |  |  |

|  |  |
| --- | --- |
| **Employee Objective Statement** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Action Steps | Resources/Support | Status | Start Date | End Date | Success Metrics | Notes |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Progress Review Dates**

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**Outcome Summary**

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